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ACAD Career Exploration Unit



WHERE TIGER TALENT THRIVES

Welcome to the ACAD Career Exploration Unit! This Career Unit was developed to introduce you to career exploration and the **UofM Leadership and Professional Competencies**. The Leadership and Professional Competencies have been identified by Career Services and Student Leadership & Involvement as important to your education as a U of M student. We want you to be **Tiger Talent Ready** when you graduate, and it all starts now!



Reminder: In order to receive a final grade for this Unit, you will need to complete all the steps in this Unit and turn in your FOCUS 2 assessment results and your career vision project by the due date set by your instructor.

LEARNING OBJECTIVES:

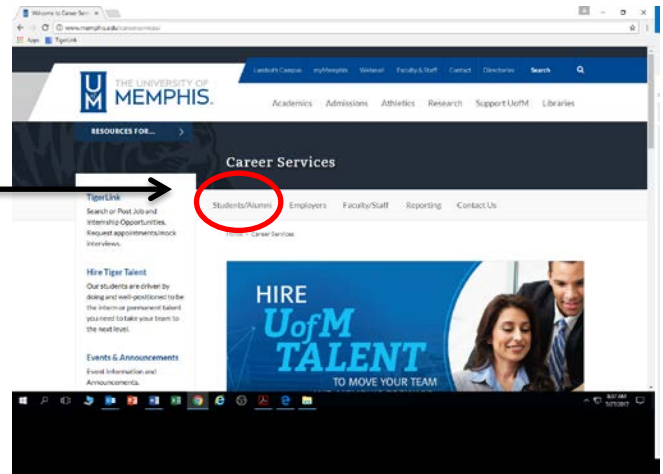
After completing the Unit, you will be able to:

1. Identify that your academic strengths, work interests, personality, skills, and values are five important factors in choosing a career (Leadership and Professional Competency 5, Self-Awareness and Personal Behavior);
2. Identify jobs or career paths associated with an academic major or majors that match your academic strengths, work interests, personality, skills, and values (Leadership and Professional Competency 2, Learning and Reasoning);
3. Describe academic majors and associated careers of interest to you based upon their use of FOCUS 2 (Leadership and Professional Competency 4, Communication and Digital Technology);
4. Identify three or more resources on campus that can assist you in your career planning process (Leadership and Professional Competency 3, Professional and Strategic Planning); and
5. Understand the necessity of engagement in co-curricular activities and internships as it relates to gaining desired employment (Leadership and Professional Competency 2, Learning and Reasoning).

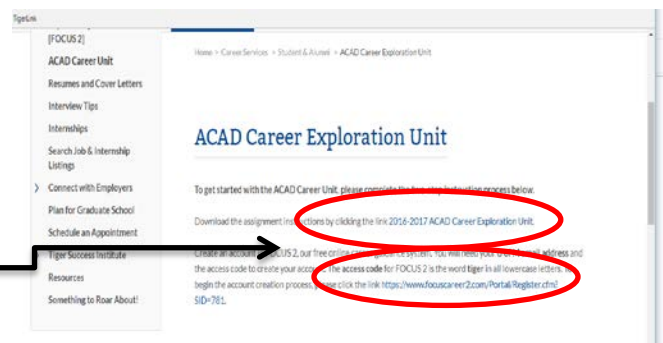
CAREER PROJECT INSTRUCTIONS:

Completing the steps on this page successfully relates to Leadership and Professional Competency 4.: Knows how to use various forms of technology to solve problems, complete tasks, and achieve goals.

1. Visit the Career Services website at www.memphis.edu/careerservices.
2. On the top navigation bar, click **Students and Alumni**. This button will take you directly to the menu where Focus 2 is located. On the left menu, click **ACAD Career Unit**.



3. As a first time user, start by downloading the project instructions. Then, click on account creation link as indicated by the arrows in the screen shot to create your user name and password.



4. To create the account, you will need the U of M access code and U of M email address: **The access code is: tiger.**
5. Follow the prompts provided to create your user name and password. After entering your information and clicking **continue** when asked, the system will take you to the main menu of FOCUS 2.

You can return to FOCUS 2 at any time to finish or revise your work.

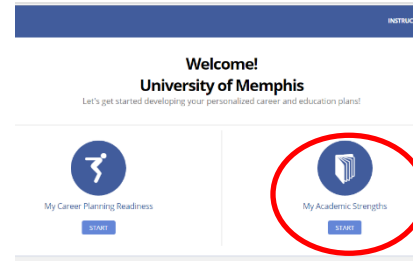


CAREER ASSESSMENTS

Successfully completing career assessments in FOCUS 2, as detailed in the next two pages, relates to Leadership and Professional Competency 5.1 Understands personality beliefs, interests, skills, and values and acts accordingly.

I. CAREER READINESS

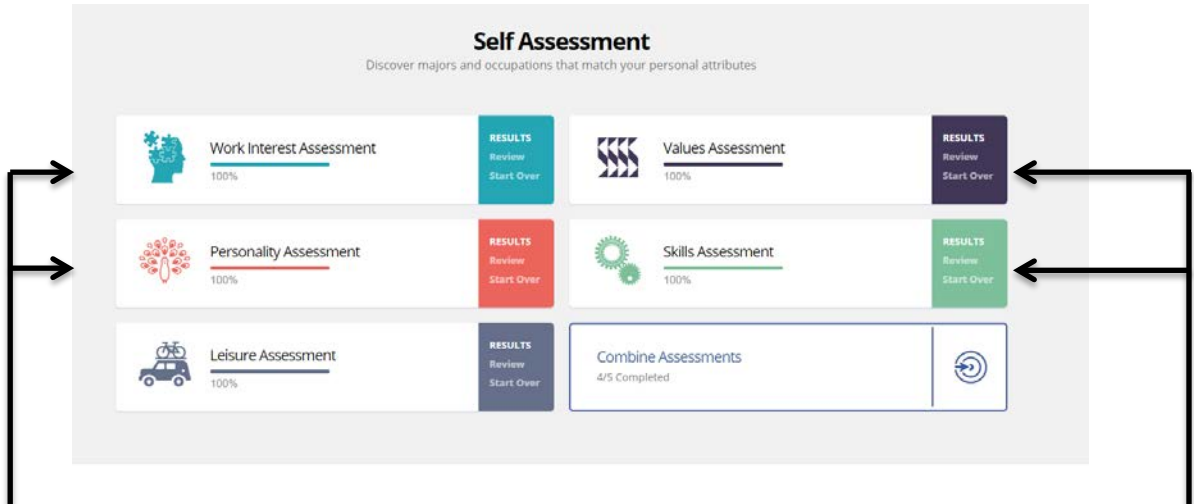
1. In the FOCUS 2 system, find the first section at the top of the page called **Welcome**.
2. Click on the second button, **My Academic Strengths**.
3. Complete the assessment. Click **next** at the bottom of each page until you finish the entire exercise. When you have answered all of the questions, click **submit answers**.



4. After submitting your answers, a check mark and the date will appear to the right of the Academic Strengths assessment on the main page of FOCUS 2. This will let you know that your answers were submitted successfully.

II. SELF-ASSESSMENT

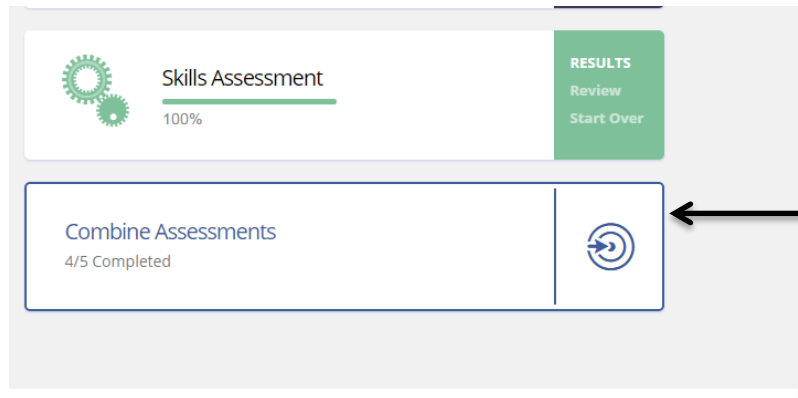
1. In the FOCUS 2 system, find the **Self Assessment** section.



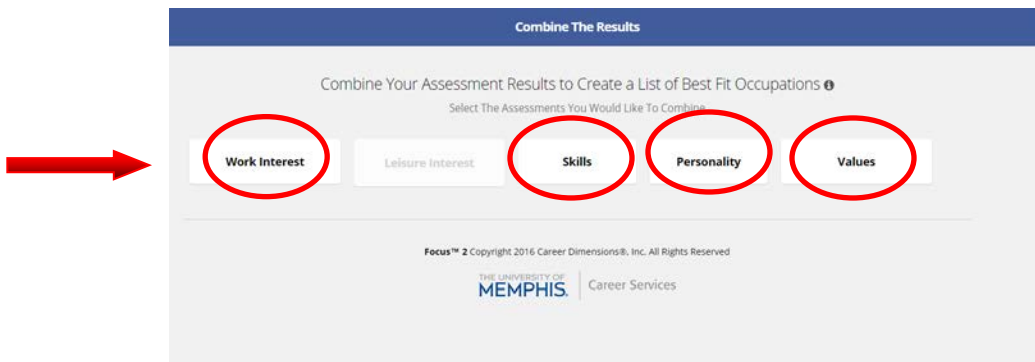
2. Click on the first link in the section called **Work Interest Assessment**.
3. Click **submit answers** once you have answered all of the questions.
4. Check the main page to make sure that your answers were submitted correctly.
5. Repeat this process for the next three assessments:
 - a. **Personality Assessment**
 - b. **Skills Assessment**
 - c. **Values Assessment**

III. NARROW AND REFINE YOUR RESULTS

1. Continue in the **Self Assessment** section.
2. Click on the link at the bottom right of the section that says **Combine Assessments**.



3. Follow the instructions in the **Combine the Results** section. Be sure to combine all four of your assessment results. Select your assessments by clicking on them. Once all four assessments are selected, click the **Continue** button that appears on the screen.



4. Once you have combined your assessment results, you will see a list of top careers.
**Clicking on the name of a career will provide you with more information.



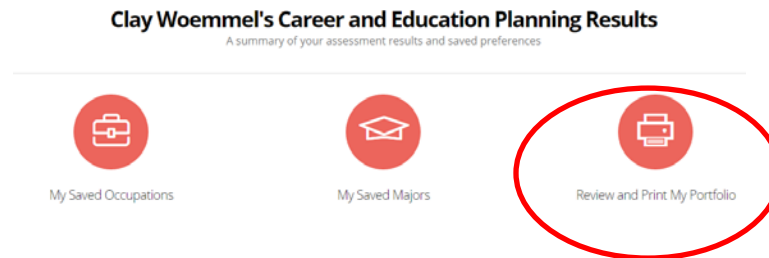
You can also explore other related careers and academic majors by going to the **Explore the Possibilities** section and using the links to search by occupation name and job family, learn **what you can do with various academic majors**, and compare occupations of interest side-by-side so that you can see the pros and cons of each.

IV. RESEARCH ANY CAREER

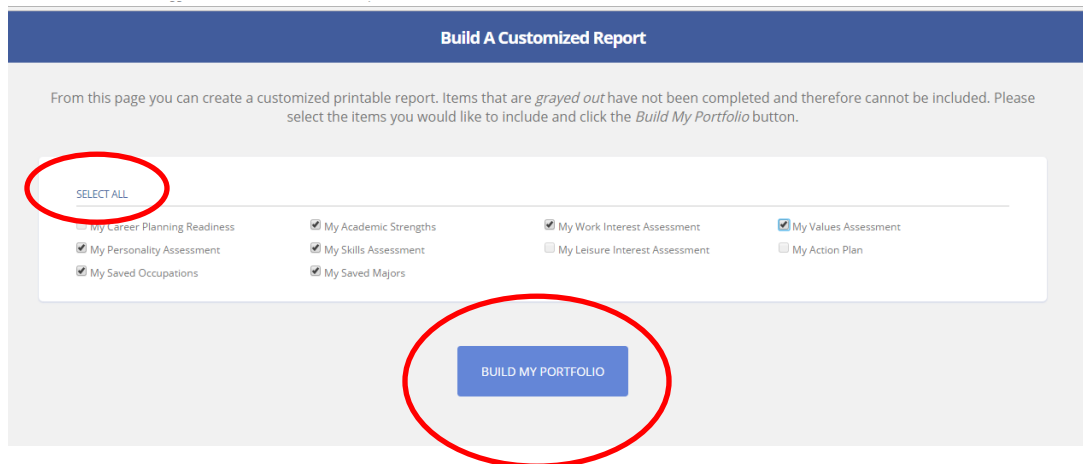


Conducting career research relates to Leadership and Professional Competency 3: Can articulate strengths, skills, knowledge, and experiences and how they relate to professional goals, and 2: Understands how to research and analyze information effectively.

1. Go the **Career and Education Planning Results** section. Click on **Review and Print My Portfolio**.



2. Choose "Select All" at the top of the screen and then "Build My Portfolio."



PRINT YOUR CUSTOMIZED PORTFOLIO. This summary of your assessments will be turned in to your instructor along with the other parts of your project. **THE PRINTED PORTFOLIO IS WORTH 50% OF YOUR GRADE FOR THIS UNIT.**

DID YOU KNOW?

Employers expect you to intern in your field before you graduate. Visit www.memphis.edu/internships

DID YOU KNOW?

Employers seek students who are engaged with the University. The Office of Student Leadership and Involvement sponsors programs and student organizations. Visit <http://www.memphis.edu/studentinvolvement>.




V. LEARNING ASSESSMENT – REQUIRED

Go to <https://memphis.co1.qualtrics.com/ACAD>, complete the learning assessment, and submit your results.

VI. SUCCESS CHECKLIST

Successfully completing all parts of your ACAD Career Exploration Project relates to Leadership and Professional Competency 3: Able to plan, prioritize, and manage work.

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- ☐ **Completed project as assigned by your instructor**
 - Your instructor will provide details on the project you will complete and the date on which it is due
 - ☐ **Customized Career Portfolio including Assessment Summary**
(Click “Hide” to avoid printing the lengthy list of careers associated with each assessment)
 - ___ *Academic Strengths Assessment*
 - ___ *Work Interests Assessment*
 - ___ *Skills Assessment*
 - ___ *Personality Assessment*
 - ___ *Values Assessment*
 - ☐ **Learning Assessment – printed confirmation**

NOTE: You **MUST** complete the entire packet including the learning assessment in order to receive a grade on this project. Submit the items of the unit to your instructor following his or her syllabus.

Contact Career Services if you have questions about FOCUS 2. You may reach us at 901.678-2239.